



# PSESD Conference Center

## Venue Rates

**Regular business hours are Monday through Friday 7am to 5pm.  
Evening and Saturday facility use can also be accommodated.**

4/7/2020	PSESD		Government & Non-Profit		For-Profit Organizations	
	1/2 Day 8a — 12p 1p — 5p	Full Day 5-8 hours	1/2 Day 8a — 12p 1p — 5p	Full Day 5-8 hours	1/2 Day 8a — 12p 1p — 5p	Full Day 5-8 hours
<b>1st Floor</b>						
Single Room <i>Cedar, Duwamish, Nisqually, Puyallup, or Snoqualmie</i>	\$200	\$250	\$275	\$350	\$375	\$450
Double Room Combination <i>Cedar/Duwamish Duwamish/Nisqually</i>	\$300	\$400	\$350	\$500	\$475	\$750
Triple Room Combination <i>Cedar/Duwamish/Nisqually</i>	\$450	\$525	\$525	\$775	\$750	\$1,150
Rent All Five Rooms <i>Cedar, Duwamish, Nisqually, Puyallup, and Snoqualmie</i>	\$750	\$900	\$875	\$1,275	\$1,225	\$1,900
<b>2nd Floor</b>						
Alder, Cypress, Dogwood, Hemlock, or Magnolia	\$0	\$0				
<b>3rd Floor</b>						
Rainier	\$0	\$0				
Chinook or Cayuse	\$75	\$125				

**2<sup>nd</sup> & 3<sup>rd</sup> floor conference rooms are only available to PSESD departments.**

### Full and Half Day Rate Covers:

- Meeting Room
- Parking
- Basic room technology and furniture
- Assistance of Conference Center Staff

*See the Venue Amenities document for more details!*

### Set-up and Tear-down Times:

Rental costs are generally based on the actual event time. One 30-minute set-up period before your scheduled event time and one 30-minute tear-down period immediately following your scheduled event time is provided at no additional cost.

Should you need more than the 30 minutes for set-up or tear-down, contact a Conference Center Coordinator. If you need one hour or more of either set-up or tear-down time, your rental charges will be based on the total reservation time (start of set-up through the end of tear-down).

### **No Security Deposits**

The Conference Center does not collect a deposit or any other payment before your event takes place. The applicant will receive an invoice via email up to one week after the conclusion of the event.

### **Cancellations**

Cancellations must be submitted to the Conference Center in writing.

The following cancellation policy will apply:

- \*Rental fees include a **non-refundable \$50 booking fee** assessed if an event is cancelled or changed.
- \*Events **cancelled between 7 and 30 days** prior to the event date: **50% of the total rental fee** will be assessed.
- \*Events cancelled **less than 7 days** prior to the event date (including no-shows or no notice cancellations): **100% of the total rental fee** will be assessed.

In the event of mechanical failure, inclement weather, utility outages, fire, wind-storm, flood or other unforeseen circumstances beyond the control of the Puget Sound ESD for causes not under its control, this agreement may be canceled. User waives any claim for damage or compensation should this agreement be terminated by the Puget Sound ESD for causes not under its control.

### **Catering**

**Act 3 Catering is our exclusive caterer for all events at the PSESD Conference Center.** For more information regarding adding or removing catering for your event, please contact Act 3 Catering directly.

info@Act3Catering.com      (425)251-9102

**See the Rental Policy and Procedures section on the  
Conference Center Rental Application for all terms and conditions**